



## DNP and PhD Final Defense Guide & Checklist

Spring 2025

**April 14, 2025: Last day to hold a final oral defense**

**April 28, 2025: Last day to submit to ProQuest/Grad College**

### Final Defense Checklist

*Note: students must have an approved Proposal Defense on file before they can schedule their Final Oral Defense.*

- **Step One:** submit the "Intent to Defend" form ASAP (but no later than April 2nd). No need for a confirmed date/time initially, but inform OSAA once confirmed at [con-osaa@arizona.edu](mailto:con-osaa@arizona.edu).
- **Step Two:** coordinate a final defense date and time with your committee. OSAA will arrange the Zoom meeting and/or room reservation.
- **Step Three:** send **Melinda Burns** ([gmfletch@arizona.edu](mailto:gmfletch@arizona.edu)) your final document for formatting pre-review no later than one month prior to your defense date.
- **Step Four:** submit the "Announcement of Final Oral Defense" form at least two weeks before your defense date once you have a confirmed date/time.
- **Step Five:** Contact Dr. Alice Pasvogel ([apasv@arizona.edu](mailto:apasv@arizona.edu)) regarding your project conclusion with the IRB.

***OSAA is required to arrange your zoom  
and/or room reservation***

Questions? Contact OSAA  
([con-osaa@arizona.edu](mailto:con-osaa@arizona.edu))

## **Additional Information**

- Students must submit their GradPath form, "Announcement of Final Oral Defense," before the defense date or the defense will be invalid
- The GradPath Form, "Announcement of Final Oral Defense": if you are holding a virtual meeting, for the building, put "Nursing" and for the room put "Zoom"
- You must complete your Portfolio before your Final Defense  
PhD Students, click [HERE](#) for more information  
DNP Students, click [HERE](#) for more information
- The Final Defense must be held Monday - Friday, between the hours of 8:00AM and 5:00PM (MST) and cannot be held on a University holiday
- For the CON Power Point Presentation Template, click [HERE](#)
- Questions about clinical hours or Exxat?  
Contact your Clinical Compliance Coordinator or your Chair
- Want information on CON's Convocation policy? Click [HERE](#)

***Remember: you got this and OSAA is here to help!***

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and/or room reservation***

Questions? Contact OSAA  
(con-osaa@arizona.edu)